



Tax Commissioner  
Cory Fong

## A NOTE FROM THE COMMISSIONER

Greetings!

Thank you for your interest in career opportunities with the North Dakota Office of State Tax Commissioner.

Careers with our department are exciting and rewarding. Our employees are all part of the same team — working to deliver the finest service possible to the people of North Dakota.

Whether you're working with taxpayers, tax practitioners, policy makers or coworkers — you'll have a meaningful job.

If a career opportunity with us interests you, give us a call. We'll let you know about the latest openings for positions on our "team."

Sincerely

Cory Fong  
Tax Commissioner

## WHY THE TAX DEPARTMENT?

Remember when everyone talked to you about your "future?" What do you want to do? Where do you want to go? Well, your future is here. There are plenty of reasons you will enjoy a career with the Office of State Tax Commissioner.

### GAIN HANDS-ON EXPERIENCE.

Great careers are made from great experiences. Working here you have an opportunity to build a great career. In some organizations it may



take years before you make an impact or work in your field. Not here. You have responsibility from day one. Add a healthy mixture of mutual respect, trust, and openness, and you have a great working environment.

### WORK WHERE YOUR VIEWS COUNT.

At the Office of State Tax Commissioner, our employees are valuable assets. And, we believe everyone's view counts. Every employee has a role to play and something to contribute. As a member of our team you have a chance to offer creative ideas that really count. You can make a difference.

### ENJOY SUCCESS AND TRAINING.

We help you gain the skills and knowledge you need to excel in your career and to become respected as a professional. We encourage professional growth through training seminars and a tuition reimbursement program. Your growth will be a win for you, a win for taxpayers, and a win for the department.

## WHO WE ARE...

Our standards are among the highest, reflecting our commitment to recruit and retain bright, talented and motivated people in order to provide superior service to our customers.

Our employees stated "Who We Are" by collectively writing our mission statement, vision statement, and guiding principles. Here's a sample:

### OUR MISSION.

To fairly and effectively administer the tax laws of North Dakota.



### OUR VISION.

To instill the highest degree of public confidence in our integrity and reliability by providing prompt, accurate, and courteous service while promoting compliance with the tax laws of North Dakota.

### OUR GUIDING PRINCIPLES.

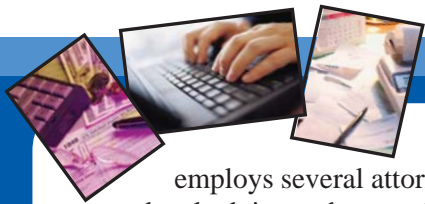
- ★ We treat our customers as we would want to be treated.
- ★ We extend cooperation and assistance to fellow public servants.
- ★ We uphold the Taxpayer Bill of Rights.
- ★ We make wise and prudent use of all resources.
- ★ We recognize employees are our biggest asset.
- ★ We recognize each individual's contribution to the team.
- ★ We value those with whom we work.

## WHAT WE DO...

The Office of State Tax Commissioner is responsible for the collection of about 85% of all general fund dollars used by North Dakota state government.

## WHAT CAREER OPPORTUNITIES ARE AVAILABLE?

The Office of State Tax Commissioner employs auditors, audit technicians, collections officers, compliance officers, and support staff as well as employees in our administration, accounting, and technology areas. The Department also



employs several attorneys who provide legal advice and counsel.

Most of our employees work in the Capitol Building in Bismarck. We also have field offices throughout North Dakota.

All vacancies in the Tax Department are posted on the North Dakota Human Resources Management Services web site at [www.nd.gov/hrms](http://www.nd.gov/hrms) and the Job Service North Dakota web site at [www.jobsnd.com](http://www.jobsnd.com). Many of our vacancies are posted at the college and university job placement centers throughout the state.

## BENEFITS...

We've never lost sight of the fact that there's a difference between simply earning a paycheck and forging a great career. When you consider a position with any organization you need to look at more than just your salary. Benefits are a crucial part of your earnings. A job with the Office of State Tax Commissioner has plenty of benefits:

- ★ **Health Insurance:** The State pays the full family premium for group health insurance for full-time, permanent employees.
- ★ **Life Insurance:** The State offers a basic life insurance benefit with the option to purchase additional coverage for yourself or dependents at affordable rates.
- ★ **Employee Assistance Program (EAP):** A benefit provided by the State to full-time, permanent employees, the EAP program offers confidential assistance in dealing with personal problems.



### ★ **Voluntary Group Insurance Programs:**

Dental Insurance, Vision Insurance, and Long Term Care Insurance is available at group rates. The employee pays the premium on these programs.

- ★ **Retirement:** The State pays both the employer and employee portions of the contribution to your retirement plan.

- ★ **Deferred Compensation Plan:** A voluntary supplemental retirement investment plan utilizing pre-tax salary.

- ★ **FlexComp Plan:** A plan that allows you to pay certain eligible expenses before payroll taxes are deducted.

- ★ **Paid Annual Leave:** Earn 8 hours per month, which increases with years of service.

- ★ **Paid Sick Leave:** Earn 8 hours per month for illness or medical appointments.

- ★ **Ten Paid Holidays:** These are in addition to your annual leave each year.

## FOR MORE INFORMATION...

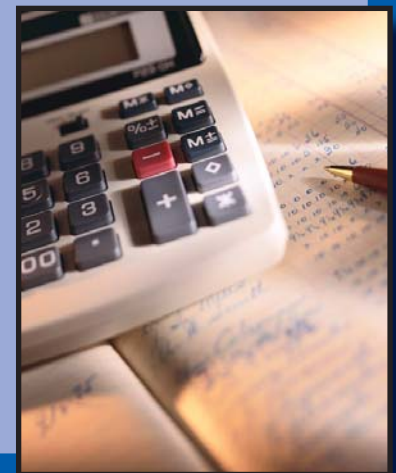
If you want more information about the Office of State Tax Commissioner, visit our web site at [www.nd.gov/tax](http://www.nd.gov/tax) or contact the Human Resources Officer at 701.328.3463. The Relay North Dakota TDD number is 800.366.6888.

Or, write to us at:

The Office of State Tax Commissioner  
Cory Fong, Tax Commissioner  
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Bismarck ND 58505

# Career Opportunities

*with the*  
**Office of State  
Tax Commissioner**



**OFFICE OF STATE TAX COMMISSIONER**  
*Cory Fong, Tax Commissioner*